

*CIAG* (CLSU International Alumni Group)

CONSTITUTION and BY-LAWS

PREAMBLE

WE, alumni, former faculty and staff, friends, and supporters of CLSU (Central Luzon State University and its predecessors) residing in the United States, Canada, Europe, Australia or elsewhere outside of the Philippines, realizing the need for a viable, progressive and strong organization to promote and support noble and worthwhile projects, and desiring to enhance our goals to continually dialogue and assist the University and its constituency, do hereby promulgate this CLSU International Alumni Group (CIAG) Constitution and By-Laws.

ARTICLE I. NAME, PLACE AND OBJECTIVES

Section 1. The organization shall be known as the CLSU Alumni International Group (CIAG) and its place of registration is Santa Clara County in the State of California, United States of America.

Section 2. CIAG is a non-profit, and tax-exempt organization, the purposes of which are, but not limited to the following:

- a. To take pride in our Alma Mater and continue to support its mission in both tangible and intangible ways;
- b. To encourage its members to organize and attend regular alumni homecoming to CLSU;
- c. To encourage its members to organize and attend regular alumni reunions in the United States;
- d. To serve as a conduit of donations, gifts and grants for CLSU from its altruistic minded alumni members and friends;
- e. To engage in fundraising activities such as induction ball dinners and other appropriate fundraising events to finance specific projects of the organization;
- f. To establish a permanent Endowment Fund for the purpose of funding scholarships for educational and research programs.

ARTICLE II. MEMBERSHIP

Section 1. Regular members are alumni and former faculty and staff members of CLSU and their respective spouses, as well as friends and supporters recommended by the Membership Committee and approved by the Executive Board.

Section 2. Honorary members are distinguished individuals who helped or are helping the organization and recommended by the President and approved by the Executive Board.

Section 3. Regular membership to the organization is done by filling an application form and upon the recommendation of the Membership Committee and approval by the Executive Board.

Section 4. Regular members can hold any position in the organization through an election.

Section 5. Members are enjoined to comply with the provisions of this Constitution and By-Laws.

ARTICLE III. FUNDS, BUDGET, DUES AND DONATIONS

Section 1. The regular annual membership fee is ten dollars (\$10.00) and lifetime membership fee is one hundred dollars (\$100.00). Annual membership fees are payable on January 1 each year. A member who has paid ten cumulative annual membership fees automatically becomes a life member.

Section 2. The organization may accept donations, grants, awards, and contributions from members, individuals, foundations and organizations. Fundraising activities may be undertaken by the organization in accordance with applicable local, state or federal rules and regulations.

Section 3. General Fund. The General Fund of the organization shall consist of funds derived from Sections 1 and 2 unless those derived from Section 2 are specifically designated. Such funds shall only be disbursed by authority of the Executive Board. Only 80% of the General Fund shall be used for administrative and operational purposes.

Section 4. Endowment Fund. A permanent Endowment Fund shall be established and deposited in an interest-bearing account, like a Certificate of Deposit in perpetuity in a bank. An Endowment Fund Committee, appointed by the President, shall be responsible in raising money for the Endowment Fund. Likewise, a Scholarship and Educational Programs Award Committee shall be appointed by the President and shall develop guidelines for awarding scholarships and educational project/programs and select recipients for the same.

Individuals who wish to have an Individual Endowment Fund bearing their name or in honor of somebody else may do so with a minimum donation of \$3,000.00, Individual Endowment Funds shall be invested together with the General Endowment Funds in the same accounts and 90% of the interest shall also be used for scholarships and/or educational programs, except when special provisions are made by the donor or honoree named by the donor.

Section 5. The General Fund shall be deposited in one or more accounts (checking, regular savings or time deposit certificates, etc.) with the following signatories:

- a.) Current President
- b.) Current Treasurer

#### ARTICLE IV – OFFICERS, TENURE AND DUTIES

Section 1. Effective 2009, the administrative term shall be two (2) years starting on the second Saturday or Sunday of January.

Section 2. The Executive Officers are the President, 1<sup>st</sup> Vice President, Regional Vice Presidents, Secretary, Treasurer, Auditor, Press Relation Officer, Business Manager, and Advisers.

Section 3. The tenure of office of the Executive Officers shall be a period of two (2) years.

Section 4. The duties of the officers are:

- a. The President shall preside over the Executive Board, general membership and special meetings, appoint officers for vacant positions, and various committee chairpersons, call special meetings, represent the organization in all civic, social and cultural activities and perform all duties and responsibilities that implement the provisions of the Constitution and By-Laws of the organization. He/She should ensure that all activities of the organization shall conform to all federal, state, and local laws.
- b. The 1<sup>st</sup> Vice President shall be an ex-officio member of all the organization's committees. He/She shall assume the duties of the President if the latter is absent, dies, or incapacitated. He/She shall assume other duties that are delegated to him/her by the President or by the Executive Board.
- c. The Regional Vice Presidents shall be ex-officio members of all the organization's committees. The Regional Vice Presidents shall coordinate and assist the President and the Executive Board implement the activities and projects. They will also act as the main liaison between the Executive Board and the general membership.
- d. The Secretary shall handle all official correspondence and may chair or at least be an ex-officio member of the Membership Committee. He/She shall keep and file records of the minutes of the meetings of the organization and all other papers pertinent to the members, send a copy of the Constitution and By-Laws to all members in good standing, and in consultation with the President, prepares the agenda and sends appropriate notices to the members of all meetings. He/She shall turn over all pertinent files and records of the organization to the in-coming Secretary at the completion of his/her term.
- e. The Treasurer shall perform all official financial transactions of the organization such as collection of dues and payment of bills. He/She shall submit a bi-monthly financial report to the Executive Board and an audited annual report to the general membership. He/She shall be the custodian of all funds and properties and keep accurate and current accounts of the organization's funds, properties, assets and liabilities. He/She shall deposit all checks, notes and negotiable instruments and

disburse funds as authorized by the President or the Executive Board.

f. The Auditor shall audit all disbursement of funds and annual financial reports and shall bring to the attention of the President all discrepancies he/she observed.

g. The Press Relation Officer shall prepare press releases of the Organization and shall initiate setting up a newsletter for the organization.

h. The Business Manager shall assist the President in all business activities of the organization and shall assist the other committees in selecting venues and accommodations for fundraising dinners and balls and other activities.

i. The Advisers shall extend their experience and wisdom to the President and the Executive Board during meetings and other activities and share their insights when deemed necessary. They are ex-officio members of the Board of Trustees.

Section 5. When a vacancy arises due to resignation or inability to perform duties and responsibilities and where no succession is provided in the Constitution and By-Laws, the President, with the concurrence of the Executive Board shall appoint any member to fill such vacancy until the next election.

#### ARTICLE V - EXECUTIVE BOARD

Section 1. The Executive Board shall be the governing body of the organization and shall be composed of the Executive Officers, Board of Trustees and Committee Chairpersons.

a. The Executive Board shall manage the affairs of the organization in conformity with the provisions of the Constitution and By-Laws.

b. The Executive Board shall hold a bi-monthly meeting or every two months at a time and place it designates. Special meetings may be held as needed by the President or by a request of at least five members of the Executive Board. The attendance of at least seven (7) members of the Executive Board shall constitute a quorum for any regular or special meeting.

c. Minutes of all meetings of the Executive Board shall be kept by the Secretary as a record of the business transacted in such meetings.

d. In meetings, the Robert's Rules of Order shall be the guide to facilitate transaction of business in an orderly manner.

e. Any Officer may resign at any time. Upon his/her resignation, the officer shall give an accounting of his/her duties, and turn over his/her responsibilities and functions to the Board. The President is authorized to accept the resignation of any elected or appointed officer and fills up the vacated position with the consent of the Executive Board.

#### ARTICLE VI - BOARD OF TRUSTEES

The Board of Trustees shall be comprised by all past Presidents of the organization and the elected advisers and serves as the Advisory body of the organization.

#### ARTICLE VII - GENERAL ASSEMBLY MEETING

Section 1. There shall be a General Membership Meeting annually to be held every September and the exact date and place shall be set by the Executive Board.

Section 2. In conjunction with the General Membership Meeting, the Executive Committee may plan to have a fundraising dinner dance, picnic or other activities, a day before or after the meeting.

Section 3. The election of the executive board members shall be held biennially in September during the General Membership Meeting. Only the members who have paid their current membership fee, or who are life members may vote.

ARTICLE VIII – COMMITTEES

Section 1. There shall be nine (9) committees whose chairpersons shall be appointed by the President with the consent of the Executive Board. The Chairperson shall appoint 2 or 3 members to his/her committee, without counting the ex-officio members. Each Chairperson shall report to the Executive Board from time to time during the bi-monthly meetings and render an annual report during the general assembly meeting. Furthermore, the President may appoint Ad-hoc Committees for specific projects and specific time periods, when deemed necessary.

- a. The Membership Committee shall set the necessary procedure in accepting prospective members and keep their pertinent data including their residence and email addresses as well as telephone numbers.
- b. The Finance Committee shall prepare the annual budget of the organization and find ways and means to improve the financial status of the organization. The Chairperson shall be responsible in the preparation of Financial report as required by the Internal Revenue Service.
- c. The Scholarship and Educational Programs Committee shall be responsible in setting the criteria for scholarship and educational program awards and in the selecting of recipients for the same which shall be funded by the Endowment Fund.
- d. The Constitution and By-Laws Committee shall prepare the draft of the Constitution and By-Laws of the organization to be reviewed and approved by the Executive Board before same is presented to the General Assembly Meeting for adoption. If necessary, the committee shall prepare and propose amendments which shall be discussed and voted upon during a regular or special meeting.
- e. The Election Committee shall be composed of a Chairperson and two or more members appointed by the President with the concurrence of the Executive Board. The Committee shall prepare a slate of candidates for all the positions of the organization, but floor nominations shall be allowed. Election of the executive board officers shall be held every other year during the September General Membership Meeting. Elected officers shall be presented on the second or final day of the gathering but will assume office only after being inducted, preferably within the first two weeks of the new year..
- f. The Website/Publicity Committee shall design, prepare, update and maintain a Home-page for CIAG.
- g. The Audit Committee shall be composed of three members appointed by the President who shall be responsible for auditing the Treasurer's accounts at the close of the program year and present a report during the general meeting.
- h. The Program Committee shall be composed of five members appointed by the President and shall be responsible in the planning of the annual program of the organization, including how it can accomplish its set objectives.
- i. The Sunshine Committee shall consist of three members of the organization to provide a lookout network for the health and welfare of the membership as needed.

ARTICLE IX - AMENDMENTS, RATIFICATION AND ADOPTION

The By-Laws maybe amended or altered in response to changes on the felt needs of the organization. Amendment proposal(s) on the Constitution and By-Laws submitted by the

Constitution and By-Laws Committee shall be approved by the Executive Board by a majority vote in a quorum of at least seven (7) Board members and presented for ratification and adoption during the general assembly meeting and shall be voted upon by at least two-thirds (2/3) majority in a quorum consisting of at least twenty-five (25) members.

THIS REVISED CONSTITUTION AND BY-LAWS WAS APPROVED BY THE EXECUTIVE BOARD ON March 6, 2010 AND RATIFIED AND ADOPTED BY THE GENERAL MEMBERSHIP ON September 18, 2010.

*CERTIFIED BY:* RODRIGO A. DIOSO, JR.  
Chairperson, Constitution and By-Laws  
Committee

*ATTESTED BY:* VAL M. PASCUAL  
President  
FLORO R. GUTIERREZ  
Secretary